

**Directions:** Please complete shaded areas below.

**Department Name:** Department of Business Development  
**Project Name:** Electronic Database Management System  
**Project Amount:** \$10,000  
**Preparer Name & Contact Information:** Lillie Estrada 305-375-3112

**Project Type:** Please check (✓) one.

☐ Enterprise ☐ Communities of Interest ☒ Department Specific

**Funding Source:** Please check (✓) one.

☒ GF Capital ☐ Proprietary Capital

☐ **Mandated Requirement**  
(If checked (✓), please indicate who is mandating this request as well as the time frame)

**Department Priority of Initiative (1, 2, 3, etc.)**

## Section A

### Background:

The Electronic Data Management System will consist of the imaging and indexing of documents so that department users can access all the file documents electronically instead of keeping hard files and documents. The County already has a contract with IDENTITECH. All imaging and indexing will be done in-house.

### Problem Statement:

Document retrieval is difficult, file cabinet space is scarce.

### Solution:

To produce a system that will eliminate the tremendous amount of paper stored in files in the department and to provide easy access to all documents.

### Expected Benefits / Direct Payback:

This system will provide the electronic means of document retrieval. Storage of files in cabinets will be eliminated making a great amount of physical space available. In addition, there will be a paperless trail of firm information at the user's fingertips instead of searching through files and sometimes locating misplaced files.